

PROCESSING BENEFIT ELECTIONS and PROVIDING BENEFITS INFORMATION

Purpose

This guide outlines the handling of benefit elections and provision of benefits information.

Definitions

Benefit elections include elections made by employees to enroll for, change enrollments, or cancel enrollments for any of the following benefits:

- Health Insurance
- Life Insurance
- Thrift Savings Plan (TSP)

Benefits information includes information for general employee audiences and individual requests.

Processing Benefit Elections

- **Mint employees** have the option of using *Employee Express* for all health insurance and TSP actions that can be processed that way. These actions currently include:
 - Starting, changing or stopping regular Thrift Savings Plan elections
 - Starting, changing or stopping TSP catch-up contributions
 - Making health insurance changes during open seasons
- **Mint employees** may submit paper election forms. For all paper health and life insurance or TSP election forms submitted, the following apply:
 - The Benefits staff must receive the ***original*** election form within the applicable deadline. Forms received after the applicable deadlines will not be processed.
 - Faxed forms will not be accepted.
 - Election forms must be mailed to one of the following addresses:

Regular mail: U.S. Mint
c/o Treasury/Public Debt
Benefits, Avery 2-C
P.O. Box 1328
Parkersburg, WV 26106-1328

Express mail: U.S. Mint
c/o Treasury/Public Debt
Benefits, Avery 2-C
200 Third St.
Parkersburg, WV 26106-5312
 - The **Benefits staff** provides employees who have been denied benefits with an appeals process.

**Documenting
Benefit Elections**

- The **Processing staff** will process the requested action and file documentation of election in the employee's Official Personnel Folder (OPF).
- The **Benefits staff** will mail a copy of the certified election form to the employee at the mailing address on the form or in NFC.
- The **Benefits staff** will contact the employee directly if there are problems with any benefit election.

**Providing Benefits
Information**

- General benefits information will be available on ARC's Mint Customer Page.
- Special notices about benefits (such as open seasons notices or significant changes) will be posted on this page. An e-mail with a link to the special notice will be sent to a Mint contact person for distribution to all Mint employees. Mint will provide the contact person to the Benefits staff.
- Individual counseling and guidance will be provided by members of the Benefits staff.

**CONTACT
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